

County of Lackawanna
Personal Property Tax Office
200 Adams Avenue
Scranton, Pennsylvania 18503



BULK RATE
U.S. POSTAGE
PAID
PERMIT NO. 169
SCRANTON, PA.

11-13-1986

1986 LACKAWANNA COUNTY
PERSONAL PROPERTY TAX FORMS
AND INSTRUCTIONS

Silas Robert Powell
P.O. Box 161
Carbondale, Pennsylvania 18407

FWD & RET Postage Guaranteed-ACR

Dear Fellow Taxpayer:

Lackawanna County, like many other counties throughout the Commonwealth of Pennsylvania, has a relatively simple personal property tax. The rate is a flat 4 mills of the January 1, 1986 value of certain intangible personal property. This amounts to a tax of \$4 per \$1,000.00 valuations.

We have some tips to further simplify preparation of your tax return:

1. Use the table of contents to aid you in finding the necessary information to file your return.
2. If you are in doubt on an issue, get help. If you choose not to get private taxpayer assistance, you can call or visit the Personal Property Tax Office in the County Office Building.
3. Prepare your tax return early. It's harder to get help or replace missing tax records at the last minute. And that last minute rush may result in a penalty if the return is filed late.
4. Double check your return. Beware of the most common filing errors: math mistakes and failure to provide accurate zip codes and social security numbers.

Be sure to report the value of all intangible property subject to the personal property tax. The Personal Property Tax Office has obtained information concerning taxpayer(s) reporting of taxable dividends and interest income from the Pennsylvania Department of Revenue, Bureau of Examination.

Our willingness to pay our fair share of taxes has made our nation strong. Lackawanna County uses property tax revenues to support many vital services including public transportation; programs for children and youth, the elderly, the handicapped and homebound; emergency communications; public parks and recreation and others. These taxes, in short, help to make Lackawanna County a better place in which to live.

Sincerely,

James J. Beahan
James J. Beahan, Director
Personal Property Tax

not a resident
of Lackawanna
County on
1-1-1986

I am
now a
registered
voter
in
Susquehanna
County,
which
makes
me an
official
resident
of
Susquehanna
County.

SAFE DEPOSIT

Liberty Discount and Savings Bank

Carbondale, Pa. November 3, 1986

S. Robert Powell

P.O. Box 161

Carbondale, Pa. 18407

The rent on your Safety Deposit Box No. 166-A

for the period commencing 11-4 1986, and ending

11-4 1987, amounting to \$18.00 due.

Respectfully,
WILLIAM G. KAUFMAN, Cashier

On 11/13/86, I "Closed"
166A and then
reopened it in
my name alone.
I am relieved
that SUB's name
is no longer on
the box. Only
SRP now has
entrance to the
box.

PAID
11-13-86
\$18.00
cash

V-238 050 108

RECEIPT FOR INSURED MAIL
DOMESTIC-INTERNATIONAL

ADDRESSED FOR DELIVERY AT
(Post Office, State and County)

Dallas, Pa. 18612

POSTAGE AIR \$ 73

INSURANCE COVERAGE FEE \$2.10

SPECIAL HANDLING \$

DOMESTIC Special Delivery \$

ONLY Restricted Delivery \$

RETURN RECEIPT (Exempt to Canada)

FRAGILE-KEEPS PERISHABLE

TOTAL \$2.83

Customer Over

Postmaster By

11-13-86

Susan B. Stephens
11 Park Place
Carbondale, Pennsylvania 18407
717-282-2928

CAREER
OBJECTIVE

To secure a challenging position with progressive opportunities in the Marketing/Management field with a company where my skills can be effectively utilized to our mutual benefit

EDUCATION

Northeast Institute of Education, Scranton, Pennsylvania

Associate Degree in Specialized Business
Major Courses: Typing I, Oral Communications, Marketing, Employee Payroll and Taxes, Management Operations, and Data Processing, Public Relations, Personnel Management Office Procedures, Advertising In The Market Place, Psychology, Micro and Macro Economics, Marketing Principles and Travel and Tourism Courses

EXPERIENCE

Sunset Tours, Incorporated, Los Angeles, California

Title: Director of Domestic Tours
Responsibilities: Made travel arrangements and took care of office when employer was out of town on business

Pet Vet Hospital, Tarzana, California

Title: Operations Assistant
Responsibilities: Compiled Anocom Filing System from old filing system, answered phones, billings, took care of customer relations

A. Professional Answering Service, Los Angeles, California

Title: Business Assistant
Responsibilities: Answered phones, took messages, monthly billings, and took care of general office needs

HONORS AND
ACTIVITIES

Fundraiser, Special Olympics and UNICO
Fundraiser, Steamtown U.S.A. Projects
Feature Editor, Northeast Institute of Education Bottom Line
Board of Directors, Carbondale Historical Society
Member, Lackawanna County Culture Commission
Member, Carbondale Shade Tree Commission
Member, to restore Civil War Monument, Carbondale
Actively involved in the local Political Scene in 1983 campaign for Charlotte Moro for Mayor and Corcoran-Alberiggi, County Commissioners race
Chairperson, Carbondale Main Street Flag Committee
Chairperson, S.O.R.T. (Save our Railroad Tracks)
Time Magazine Award 1962 (Current Events)

REFERENCES

Available upon request

These are
the many
things that
are going
on with
Susan B.
Stephens.
This is a copy of recently-down resume.

My Penn State has today,
11/14/86, been returned to
L.G. Balfour in Dallas, PA
for repair. No setting needs
some adjustment, following
the stone replacement of
about a year ago.